

CITY OF LINCOLN ANIMAL CONTROL OFFICER I/II

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, interprets and enforces municipal ordinances and related City and State laws that govern care and keeping of domestic, wild and livestock animals within the City jurisdiction; responds to animal emergencies; answers complaints and provides information about animal control services, policies and procedures; maintain records and prepares required reports; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

Animal Control Officer I

The **Animal Control Officer I** is the entry level class responsible for a wide variety of animal control tasks. This classification is alternatively staffed with Animal Control Officer II positions and incumbents may advance to the higher-level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher-level class.

Animal Control Officer II

The **Animal Control Officer II** is the journey level class responsible for a wide variety of more complex assignments in animal control.

SUPERVISION RECEIVED/EXERCISED:

Animal Control Officer I

Receives general supervision from an assigned supervisor within the Police Department. Incumbents of this class do not routinely exercise supervision.

Animal Control Officer II

Receives general supervision from an assigned supervisor within the Police Department. May exercise technical and functional supervision over assigned staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Issues citations for code violations; logs and reports complaints; enforces City animal control and licensing laws.
- Investigates reports and complaints of stray, dangerous, unwanted and improperly controlled or maintained animals; takes appropriate action within City and department guidelines and policies.
- Investigate animal bite reports for accuracy and determine related circumstances; obtain specimens for rabies testing; quarantine animals and observe for rabies symptoms; impound animals if necessary and refer for prosecution vicious nature issues.

- Provide public information and education to schools and community groups regarding animal control services, policies and procedures.
- Transport injured animals for treatment; locate and remove dead animals for City streets and property and transport to approved animal shelter facility.
- Coordinate and cooperate with outside agencies, other law enforcement agencies and organizations as needed.
- Prepare and maintain a variety of records and reports.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. This position requires the ability to lift and carry items weighing 50 pounds or less. Additionally, this indoor and outdoor position works in all weather conditions including wet, hot and cold. The incumbent must have strength and stamina to perform animal control duties.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Animal Control Officer I/II**. A typical way of obtaining the required qualifications is to possess the equivalent of:

Animal Control Officer I

Experience in the care and handling of domestic, farm and/or ranch animals is preferred and a high school diploma or equivalent is required.

Animal Control Officer II

Three years of experience as an Animal Control Officer II or related work, and a high school diploma or equivalent.

License/Certificate:

Animal Control Officer I

A valid class C California driver's license.

Animal Control Officer II

A valid class C California driver's license, possession of an 832 PC Certificate, a valid CPR Certificate, such as issued by the American Red Cross and within 12 months of employment a certificate of Humane Academy, such as is issued by California Animal Control Directors' Association.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the I and II levels.)*

Knowledge of:

Techniques and procedures for the safe, humane and efficient handling of animals. Physical and behavioral characteristics of dogs, cats, aquatic and other wild and domestic animals. Methods of animal collection and impound. Principles and practices of record keeping and report writing. Basic computer applications, including database and word processing software related to entering and retrieving data and information.

Ability to:

Learn and enforce laws, regulations and City ordinances related to animal control and licensing. Control and capture vicious and dead animals. Lift and carry injured and dead animals. Understand and follow written and oral instructions. Understand and follow City and Police Department policies, procedures and rules. Communicate clearly and concisely, both orally and in writing, Establish and maintain effective working relationships with City employees, citizens and the public at large.

Salary Range: Animal Control Officer I - Range 7
Animal Control Officer I - Range 9

FLSA: Non-exempt

Employee Grp: Misc. Police Officer's Association

Adopted: